



## Lifestyle Services Volunteer Activities Assistant

Program: Lifestyle Services

### Volunteer Program Contact:

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### Program Supervisors / Contacts:

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### Times and Location:

**Adults Program** is conducted Mondays, Tuesdays and Wednesdays from 9am - 12:30pm at the Tuggeranong Hub located right next to the bus interchange.

**The Teens After School Care Program** is conducted Monday – Friday from 3:00 pm – 6:00 pm during school term, from both Tuggeranong Hub and Gungahlin Community Centre

**The Young Adults Program** is conducted Monday – Friday, from Gungahlin Community Centre.

### About the Program:

## Our Vision

A resilient and socially inclusive community that cares for the well-being of all.

## Our Mission

To deliver quality community services of social value and practical benefit.

## Our Values

### Trust, Integrity & Transparency:

We earn the confidence of the community by instilling these qualities throughout every aspect of Communities@Work.

### Respect for All:

We respect everyone we deal with, care about everyone in the community and value difference and diversity.

### Flexibility & Responsiveness:

We are adaptive and agile in pursuing the vision of Communities@Work, with a proactive approach to change and progress.

### Quality & Innovation:

We are committed to excellent service delivery, underpinned by continuous improvement and innovation.

### Affordability & Sustainability:

We ensure our services are relevant and appropriate as we build our capacity for a sustainable future.

**The Adults Program** is activities based program for adults with a mild to moderate disability. The group's members are warm and welcoming individuals, and all members are self-sufficient. Those who do require extra assistance are accompanied by their carers. The group can include as many as 12 people.

The program provides all sorts of opportunities to its members in a safe, supervised environment.

- Opportunities to develop living skills such as cooking skills, computer skills, confidence in arranging transport and outings, food handling and storage skills and understanding personal boundaries
- A range of leisure activities accommodating members with a variety of skill levels including music, art, craft, dance, tennis, woodwork, games, and Tai Chi
- A chance to have fun and build friendships and social networks in a supportive small group environment
- Regular excursions and outings with transport assistance offered

**The Teens Program** provides the opportunity for young people to develop and enhance their social skills and build peer networks. All activities operate at either our Southern Hub or our Northern Hub or within the wider Canberra community, and are age and culturally appropriate.

- Music programs
- General sports & fitness
- Cooking
- Shopping Centre exploration
- Computers
- General life skills
- Social skills

**The Young Adults Program** provides the opportunity for young people to develop and enhance their social skills and build peer networks. The program is centre-based at our Northern Hub and within the wider Canberra community, and is age and culturally appropriate.

- Music programs
- General sports & fitness
- Cooking (meal planning, preparation, cooking on a budget, reading & adapting recipes, kitchen safety & hygiene)
- Shopping exploration (shopping, as well as knowing what's in your local community)
- Computers (educational and fun)
- General life skills (money management, household skills, travel training & more)
- Social skills

Volunteers with a passion for music, computing, sports, arts and crafts (such as pottery, woodwork, knitting, felting, beading, painting and drawing), cooking, drama and acting, dance and exercise would enhance the experience of the group's members and give them a chance to develop new skills and have a lot of fun in the process! The group would also welcome volunteers interested in helping group members improve their reading skills.

## Duties:

- Assisting the Facilitator/Program Staff with the running of activities
- Providing assistance to group members or individuals for program activities
- Providing a positive and welcoming experience for those attending the group
- Interacting with group and engaging in activities to foster social interaction and communication

- Assisting with setting up and packing away resources used by the group
- Provide coordinators with feedback about any changes in clients' health, well-being, mobility and personal circumstances
- Provide staff with suggestions for new activities and improvements

## Skills and Experience:

- Practical skills and interest in areas such as cooking, exercise, art and craft, computing etc
- Experience running classes or groups (beneficial but not essential)
- Strong communication and people skills
- Strong understanding of boundaries and confidentiality

## Qualities:

- Able to relate to people in a friendly, nonjudgmental and caring manner
- Happy to seek assistance from the group's facilitator or the Program Coordinator if necessary
- Able to contribute to an effective team environment
- Able to get along with people of different cultural, financial and social backgrounds and with a variety of skills and abilities
- Punctual and reliable
- A willingness to work under supervision and direction
- Able to interact with Communities@Work's team members and stakeholders in a friendly, helpful and respectful manner
- Willing to accept Communities@Work's core vision, mission and values, and represent the organisation within the framework

## Additional Requirements:

- Working with Vulnerable People Registration
- Attendance at a two hour Communities@Work Volunteer Induction
- Attendance at other training sessions as required including Program Area/Role specific orientation and training

Communities@Work has a vision for a resilient and socially inclusive community that cares for the well-being of all.



Aboriginal and  
Torres Strait Islander  
Inclusive

Proud Provider  
of the  
**NDIS**



**CALD**  
Inclusive